

DATABASE SPECIALIST

Technology Division (MPS)

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Manager of Technical Services, the Database Specialist plans, installs, configures, and maintains several versions of Oracle database software on multiple platforms, using various operating systems; installs direct Oracle databases and keeps them running at peak performance; and attends to the day-to-day administrative needs of the large, complex databases. Working in a team environment, the person in this position continually employs strategies for improving the district's database operating efficiency.

ESSENTIAL FUNCTIONS:

- Performs tuning and troubleshooting tasks related to database performance and individual transaction (SQL) performance: measures current performance, makes appropriate changes, and assesses the results.
- Manages database configurations, availability, and integrity, including setting up the physical and logical components of the database and sizing storage, memory, and database objects. Establishes a database security policy that ensures no unauthorized access to district data.
- Develops and maintains database backup and recovery programs that support the district database availability requirements, which include recovery times starting at 5 minutes.
- Assists database users with application systems upgrades, including planning, testing, and implementing vendor and Milwaukee Public Schools (MPS) database changes and enforcing the Change Management Process for application systems.
- Maintains multiple versions of database software and supporting products, including upgrading database software to the District standard version based on availability of software upgrades and compatibility with vendor-purchased application systems.
- Provides backup for colleagues, which requires learning database structures outside of primary responsibility area.
- Stays abreast of changing technology, researches and tests application and support software, and recommends infrastructure changes to improve district database operating efficiency.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in computer science, information science, mathematics, or a related field from an accredited college or university.
 - ***NOTE:*** Copies of transcripts should be submitted with application, sent as an email attachment to staffinginfo@milwaukee.gov, OR sent to the City of Milwaukee, DER, Box DBS-MPS, 200 E Wells St, Room 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Three years of experience administering and supporting Oracle database applications performing duties related to this position.
 - *Equivalent combinations of education and experience may also be considered.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of database design and structures, Oracle in particular.
- Knowledge of application programming concepts and languages.

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- Knowledge of logic and mathematical concepts such as algebra, algorithms, and statistics.
- Skill in analyzing and troubleshooting challenging application and database problems.
- Skill in recognizing and reducing performance inefficiencies.
- Decision-making skills and sound judgment.
- Skill in communicating technical concepts clearly, both orally and in writing.
- Customer service skills.
- Ability to work effectively with all staff levels.
- Ability to work both independently and as team member.
- Ability to effectively manage multiple projects, work within tight time constraints, and stay organized.
- Ability to conduct research on emerging technologies and master new software quickly.

THE CURRENT SALARY RANGE (H14) IS: \$59,511-\$78,144 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written or oral tests, performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 26, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.